

Job Opportunity

Commission on Teacher Credentialing

Ensuring high quality educators for California's diverse students, schools and communities



IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACE IN PUBLIC SERVANTS.

Staff Services Analyst

Salary:	\$2,817 - \$4,446	Work Hours:	8:00 a.m. – 5:00 p.m.
Tenure/Timebase:	Permanent/Fulltime	Final Filing Date:	October 6, 2008
Contact:	Dan Gonzales (916) 322-8551 dgonzales@ctc.ca.gov	Office/Location:	Commission on Teacher Credentialing Division of Professional Practices 1900 Capitol Avenue Sacramento, CA 95811-4213

The Commission on Teacher Credentialing (CTC) is a **Special Funded** agency and is conveniently located in the downtown area near many popular restaurants, shops, public transportation, and affordable parking options.

The purpose of the CTC is to ensure integrity and high quality in the preparation, conduct and professional growth of the educators who serve California's public schools. Its work shall reflect both statutory mandates that govern the Commission and research on professional practices.

DUTIES:

Under supervision of the Staff Services Manager II the Staff Services Analyst is responsible for the following:

- Independently review and analyze all information contained in the CTC files and coordinate the submission of materials for Committee of Credentials review. Assemble the Confidential Investigative Report, agenda sheet, and supporting documentation for each case to be reviewed by the Committee of Credentials (Committee). Sort the cases into the proper category and prepare the agenda cover sheet
- Schedule respondents for appearances before the Committee, i.e. receiving phone calls from respondents and their attorneys. Prepare Committee meeting confirmation letters. Analyze and determine jurisdictional timelines and request extensions as needed from Committee Chair and Commission Chair. Correspond with respondents, their attorneys, school districts, witnesses and complainants regarding upcoming Committee meetings. Organize and disperse the results of those meetings, both in writing and verbally. Schedule deadlines for submission of documents and staff submission of Confidential Investigative Reports to be reviewed by the Committee.
- Assist other analysts in the organization and preparation of the monthly Committee agenda. Prepare cases to be reviewed by the Committee by summarizing allegations, circumstances and criminal sentences. Attend and record minutes of the confidential Committee meetings. Transcribe Committee minutes.
- Handle the more difficult and sensitive telephone inquiries from applicants or credential holders or their legal representatives. Contact school districts for information regarding dismissals and or resignations for cause.

DESIRABLE QUALIFICATIONS:

- **Integrity** – consistently adheres to his/her duties to execute the mission and responsibilities of the CTC.
- **Expertise** – be a reliable source of accurate information.
- **Teamwork** – works collaboratively and in recognition of the contribution each makes to the common purpose of the CTC.
- **Respect** – recognizes the validity of other points of view and treats others with civility.
- **Problem Solving** – strives to find practical and effective solutions to achieving desired goals.

CONDITIONS OF EMPLOYMENT: **Pending Budget and Hiring Freeze.** Fingerprint Clearance is Required.

WHO MAY APPLY:

Individuals who possess the desirable qualifications listed above, and are currently at the Staff Services Analyst classification or who have list, transfer, or reinstatement eligibility to the above class may apply. Appointment is subject to the State restriction of Appointment (SROA).

IMPORTANT NOTE:

Interested applicants must submit a State Application form, STD 678 to the above address. Attention: Dan Gonzales. All applicants must clearly indicate the basis of their eligibility (*i.e.*, *SROA*, *surplus*, *reemployment*, *reinstatement*, *transfer*, or *list eligibility*) and include RPA No. 09-020. The applications will be screened and only the most qualified applicants will be invited for an interview.

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.